

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, Illinois 61299-6000

*IOC Memorandum 37-2

121 MAR 1993

Financial Administration

INSTALLATION PROGRAM DIRECTIVE/CHANGE REQUEST

Applicability. This memorandum applies to all HQ, IOC elements involved in the processing of AMSIO Form 37-2-E.


Decentralized Printing. All IOC installations are authorized to locally reproduce this memorandum.

Suggested improvements. The proponent of this memorandum is the HQ, IOC Investment Appropriations Division. Users are invited to send comments and suggested improvements to Commander, HQ, IOC, ATTN: AMSIO-RMI, Rock Island, IL 61299-6000.

Distribution. Distribution of this memorandum is made in accordance with requirements submitted by IOC organizations.

FOR THE COMMANDER:

Official:


JOANNA TENDALL
Chief, Investment Appropriations Division

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1. **Purpose.** This memorandum prescribes responsibilities and procedures for processing AMSIO Form 37-2-E (Installation Program Directive/Change Request).

2. **References.**

a. DD Form 448, Military Interdepartmental Purchase Request (MIPR).

b. AMSIO FL 710-1, MIPR/Purchase Order Memorandum.

c. AMSIO FL 710-2, Review of MIPR/Purchase Order.

*This memorandum supersedes AMCCOMM 37-12, 15 Mar 84.

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3. Acronyms/Terms. See Glossary.

4. Responsibilities. The Investment Appropriations Division (AMSIO-RMI) will issue procurement programs to the following HQ, IOC managers: the Ammunition Production and Logistics Division (AMSIO-IOA); the CAWCF Management Division (AMSIO-SMC); the Program Management Division (AMSIO-IRP); the Fund Control and Compliance Division, (AMSIO-RMC); the Information Mission Area Logistics and Operations Division (AMSIO-IML); the Tank Ammunition Office (AMSIO-SMT); the Transportation Operations Division (AMSIO-TMO); the Ammunition Product Line Office (AMSIO-SMP); and the Ammunition Support and Maintenance Division (AMSIO-SMA). Release of the program by AMSIO-RMI will be coordinated as follows:

a. Direct Army Ammunition End Item program releases will be coordinated with AMSIO-SMC. Ammunition Peculiar Equipment (APE) and Cartridge/Propellant Actuated Device (CAD/PAD) programs will be coordinated with AMSIO-SMP. 105mm and 120mm Tank Ammunition will be coordinated with AMSIO-SMT. This will be prior to the actual release of the AMSIO Form 37-2-E.

b. A DD Form 448 for customer ammunition will be staffed through AMSIO-RMF, AMSIO-SMA, AMSIO-SMC, and AMSIO-IOA. APE and CAD/PAD programs will also be staffed through AMSIO-SMP. 105mm and 120mm Tank Ammunition will also be staffed through AMSIO-SMT. This will be prior to acceptance and the actual release of the AMSIO Form 37-2-E.

c. Production Base programs will be coordinated with AMSIO-IRP prior to actual release of the AMSIO Form 37-2-E. Demil programs will be coordinated with AMSIO-IOA prior to actual release of the AMSIO Form 37-2-E.

d. FMS will be coordinated with DFAS Accounting Operations Division, PAA/FMS Branch (DFAS-RI-AOT), Ammunition Management Division (AMSIO-ILA), AMSIO-RMC, AMSIO-SMA, AMSIO-SMC and AMSIO-IOA. 105mm and 120mm Tank Ammunition will also be staffed through AMSIO-SMT. This will be prior to actual release of the AMSIO Form 37-2-E.

5. Procedures.

a. AMSIO-RMI will upon receipt of funding approval in the form of a MIPR acceptance for customer or funding authorization from PBAS for Direct Army, initiate the coordinated AMSIO Form 37-2-E and release to the appropriate program manager.

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b. AMSIO-RMC upon receipt of AMSIO Form 37-2-E from AMSIO-RMI will update PBAS as appropriate. For Direct Army Procurement Appropriation programs only, PBAS automatically updates SAPAS.

c. HQ, IOC program analysts will request an AMSIO Form 37-2-E from AMSIO-RMI when more program dollars are needed or if dollars are excess.

d. AMSIO-SMC will:

(1) Coordinate AMSIO Form 37-2-E with AMSIO-SMA and accept the funds for CAWCF. Coordinate 105mm and 120mm Tank Ammunition programs with AMSIO-SMT.

(2) Update MIP to assure proper weekly updates of CCSCA.

(3) Coordinate acceptance of orders with AMSIO-SMA. Coordinate with AMSIO-SMT for 105mm and 120mm Tank Ammunition.

(4) Verify unit price. 105mm and 120mm Tank Ammunition unit prices will be verified with AMSIO-SMT.

e. DFAS-RI-AO will update SAPAS and CCOF as appropriate.

f. AMSIO-SMA will:

(1) Determine source of supply for customer orders only.

(2) Assign NSN, nomenclature, quantity, DODIC, required delivery date, CAWCF requisition number, signal/fund code, SSN, and the IPD.

(3) Coordinate acceptance of orders/MIPRs with AMSIO-IOA and AMSIO-SMC as appropriate. Coordinate 105mm and 120mm programs with AMSIO-SMT. Coordination will consist of determining whether there is a technical data package, forecast of award, economical procurement, customer required delivery date, validation of unit price, validation of NSN, etc.

g. AMSIO-SMP will coordinate with AMSIO-IO as appropriate for APE items.

h. AMSIO-IOA will receive Production Base Demil program AMSIO Form 37-2-E and take appropriate action.

i. For informational purposes, detailed process flows for each type of AMSIO Form 37-2-E is included in Appendix A.

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DETAIL PROCESS FLOWS OF AMSIO FORM 37-2-E

OVERVIEW

INCOMING ORDERS

- o Direct Army
- o Other Department of Defense (DOD) and Non-DOD Hardware Orders - No Funded Reimbursable Authority (FRA) Required
- o Other DOD and Non-DOD Hardware Orders - FRA Required (Retention of Inventory, Sale From Stock (RS) or Augmentation and Modernization of Army Inventory (AM))
- o Direct Sales - Scrap Sales from Demil (FRA Required)
- o Non-CAWCF Service Orders (FRA Required)
- o FMS (Modified Direct Cite - No FRA Required)

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DIRECT ARMY (No FRA Required)

1. AMSIO-RMC receives authorized funds from HQ, AMC by individual program line item through PBAS.
2. AMSIO-RMI prepares draft AMSIO Form 37-2-E, based on PBAS authorized funding amount and accompanying guidance and forwards it to AMSIO-RMC.
Note: for CAWCF programs only, coordination is required with the AMSIO-SMA-D item manager to obtain specific maximum quantity and dollar amounts which equate to the established even unit pack quantity for the ammunition item be ordered. Coordination with AMSIO-SMT is required for 105mm and 120mm Tank Ammunition Programs.
3. Based on information on the draft AMSIO Form 37-2-E, AMSIO-RMC creates an allotment document in PBAS. SAPAS is later updated with this same allotment data by an automated interface with PBAS. For CAWCF orders only, AMSIO-RMC certifies fund availability on the AMSIO Form 37-2-E. The draft AMSIO Form 37-2-E is then returned to AMSIO-RMI.
4. AMSIO-RMI signs and releases the original AMSIO Form 37-2-E as follows:
 - a) CAWCF programs are released to AMSIO-SMC-E.
 - b) APE and CAD/PAD programs are released to AMSIO-SMP.
 - c) Components for Renovation programs are released to AMSIO-IOA.
 - d) ARMS and Conventional Ammo Demil programs are released to AMSIO-IOA-I.
 - e) First Destination Transportation (FDT) programs are released to AMSIO-TMO.
5. For CAWCF programs only, AMSIO-SMC-E logs/accepts/makes distribution to: DFAS-RI-AOT, DFAS-RI-AOU, AMSIO-SMA-D, and AMSIO-RMI. AMSIO-SMT receives a copy of all 105mm and 120mm Tank Ammunition programs.

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OTHER DOD AND NON-DOD HARDWARE ORDERS (No FRA Required)

1. AMSIO-RMF receives incoming customer order, e.g., MIPR (DD Form 448), where it is logged in and reviewed.
2. AMSIO-RMF forwards customer order to AMSIO-SMA-D for acceptance by the SMCA Center. AMSIO-SMA-D accepts order via DD Form 448-2 and sends original to the customer and a copy to AMSIO-RMF along with an AMSIO FL 710-1 Memorandum. For 105mm and 120mm Tank Ammunition only: AMSIO-SMT Inventory Manager reviews and provides comments to the AMSIO FL 710-1 prior to acceptance of the MIPR by AMSIO-SMA-D. In addition, AMSIO-SMT, Production Manager and Pricing Analyst review and approve the AMSIO FL 710-2 prior to acceptance of the MIPR by AMSIO-SMA-D.
3. AMSIO-RMF reviews the acceptance and forwards it to AMSIO-RMI along with the MIPR and AMSIO FL 710-1 Memorandum.
4. AMSIO-RMI prepares and distributes the AMSIO Form 37-2-E based on the AMSIO FL 710-1 instructions. Original document is sent to AMSIO-SMC-E.
5. AMSIO-SMC-E logs, accepts, and makes distribution to: AMSIO-RMC, DFAS-RI-AOT, DFAS-RI-AOU, AMSIO-SMA-D, and AMSIO-RMI. AMSIO-SMT receives a copy of all 105mm and 120mm Tank Ammunition Programs.

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OTHER DOD & NON-DOD HARDWARE ORDERS (Requires FRA)
RETENTION OF INVENTORY, SALE FROM STOCK (RS) OR
AUGMENTATION AND MODERNIZATION OF ARMY INVENTORY (AM))

1. AMSIO-RMF receives incoming customer order, e.g., MIPR (DD Form 448), where it is logged in and reviewed.
2. AMSIO-RMF forwards customer order to AMSIO-SMA-D for acceptance by the SMCA Center. AMSIO-SMA-D accepts order via DD Form 448-2 and sends original to the customer and a copy to AMSIO-RMF along with an AMSIO FL 710-1 Memorandum. For 105mm and 120mm Tank Ammunition only: AMSIO-SMT Inventory Manager reviews and provides comments to the AMSIO FL 710-1 prior to acceptance of the MIPR by AMSIO-SMA-D. In addition, AMSIO-SMT, Production Manager and Pricing Analyst review and approve the AMSIO FL 710-2 prior to acceptance of the MIPR by AMSIO-SMA-D.
3. AMSIO-RMF reviews the acceptance and forwards to AMSIO-RMI along with the MIPR and AMSIO FL 710-1 Memorandum.
4. AMSIO-RMI prepares AMSIO Form 37-2-E based on the AMSIO FL 710-1 and sends to AMSIO-RMF.
5. AMSIO-RMF reviews/validates the form, comparing it to the basic order.
6. AMSIO-RMF sends form to AMSIO-RMC for entry into PBAS.
7. AMSIO-RMC pulls the FRA in PBAS and returns the form to AMSIO-RMF.
8. AMSIO-RMF sends AMSIO Form 37-2-E to DFAS-RI-AOT for entry into SAPAS.
9. Upon entry into SAPAS, DFAS-RI-AOT initials, dates and forwards the form to AMSIO-RMI.
10. AMSIO-RMI signs and releases the original AMSIO Form 37-2-E as follows:
 - a) RS orders: to AMSIO-SMC-E which logs, accepts, and makes distribution to: DFAS-RI-AOT, DFAS-RI-AOU, AMSIO-SMA-D, AMSIO-RMC and AMSIO-RMI. AMSIO-SMT is copy furnished for 105mm and 120mm Tank Ammunition programs.
 - b) AM orders - to AMSIO-RMC.

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DIRECT SALES - SCRAP SALES FROM DEMIL (Requires FRA)

1. AMSIO-RMF receives copy of contract and copy of the customer's check.
2. AMSIO-RMI prepares AMSIO Form 37-2-E and forwards it to AMSIO-RMC.
3. AMSIO-RMC pulls the required FRA in PBAS and forwards the form to DFAS-RI-AOT.
4. DFAS-RI-AOT posts the order in SAPAS and forwards initialed form to AMSIO-RMI.
5. AMSIO-RMI signs and distributes AMSIO Form 37-2-E.
6. Original form is sent to AMSIO-IOA-I where it is logged in and forwarded to the action office responsible for execution of the direct sales order.

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NON-CAWCF SERVICE ORDERS (Requires FRA)

1. AMSIO-RMF receives incoming customer order, e.g., MIPR (DD Form 448), where it is logged in and reviewed.
2. AMSIO-RMF forwards customer order to AMSIO-SMA-D for acceptance by the SMCA Center. AMSIO-SMA-D accepts order via DD Form 448-2 and sends original to the customer and a copy to AMSIO-RMF along with an AMSIO FL 710-1 Memorandum. For 105mm and 120mm Tank Ammunition only: AMSIO-SMT Inventory Manager reviews and provides comments to the AMSIO FL 710-1 prior to acceptance of the MIPR by AMSIO-SMA-D. In addition, AMSIO-SMT, Production Manager and Pricing Analyst review and approve the AMSIO FL 710-2 prior to acceptance of the MIPR by AMSIO-SMA-D.
3. AMSIO-RMF reviews the acceptance and forwards to AMSIO-RMI along with the MIPR and the AMSIO FL 710-1 Memorandum.
4. AMSIO-RMI prepares AMSIO Form 37-2-E based on the AMSIO FL 710-1 and sends to AMSIO-RMF.
5. AMSIO-RMF sends form to AMSIO-RMC for entry into PBAS.
6. AMSIO-RMC pulls the FRA in PBAS and returns the form to AMSIO-RMF where the PBAS entry is validated.
7. AMSIO-RMF sends AMSIO Form 37-2-E to DFAS-RI-AOT for entry into SAPAS.
8. Upon entry into SAPAS, DFAS-RI-AOT initials, dates and forwards the form to AMSIO-RMI.
9. AMSIO-RMI signs, dates, and distributes the original AMSIO Form 37-2-E to AMSIO-SMC-E for execution by the SMCA Center. AMSIO-RMI copy furnishes applicable offices.

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FMS - MODIFIED DIRECT CITE (No FRA Required)

1. DFAS-RI-AOT receives FMS order from AMSIO-IL then sends it to AMSIO-RMC for review of pricing. Upon completion, AMSIO-RMC returns the order to DFAS-RI-AOT.

2. DFAS-RI-AOT sends written request to AMSIO-RMI to have AMSIO Form 37-2-E initiated.

3. AMSIO-RMI prepares draft AMSIO Form 37-2-E and forwards it to DFAS-RI-AOT.

4. DFAS-RI-AOT enters AMSIO Form 37-2-E data into PBAS and SAPAS and returns form to AMSIO-RMI.

5. AMSIO-RMI logs in, signs, dates the original form and makes final distribution as follows:

a) non-hardware orders: to AMSIO-IOA-I

b) hardware orders: to AMSIO-SMC-E;
here the form is logged in, accepted into the CAWCF and distributed to: DFAS-RI-AOT, DFAS-RI-AOU, AMSIO-SMA-D, AMSIO-RMC and AMSIO-RMI. AMSIO-SMT is copy furnished for 105mm and 120mm Tank Ammunition programs.

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AMSIO FORM 37-2-E PROCESSING POINTS OF CONTACT

AMSIO-RMC

Rick Tinio 22813
Non-FMS & PBAS - Rose Barnett 22865
FMS - Scott Davis 22637

AMSIO-RMF

Gary Strebel 22223

AMSIO-RMI

FMS, Air Force, and Marine Corps - 21045
Other Federal and Navy - Keith Enstrom 21049
Direct Army - 22880
PBS, Demil, Demil Scrap Sales - Keith Gayman 21041

AMSIO-SMA-D

SMCA Center Acceptances for MIPR's 26632
and Purchase Orders - Ron Breaker
Components for Renovation programs - 24746
Craig Johnson

AMSIO-SMC-E

CAWCF Accepting Officer - 27332

AMSIO-SMP

CAD/PAD and APE Programs - David Martin 24119

AMSIO-SMT

120mm Inventory Manager - Marcia Perdieu 27095
105mm Inventory Manager - Judy Jansen 27096
Production Manager - Kim Leight 27094
Pricing Analyst - Sandy Boehm 22745

AMSIO-TMO

FDT Program - Edie Holmstrom 26716

AMSIO-IOA-I (EDIO)

Non-Hardware FMS Orders - Linda Miller 24367
Conventional Ammo Demil and 26130
Demil Scrap Sales - Ron Stevenson
ARMS - Jyll Abbott 23831

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DFAS-RI-AOT

FMS - Linda Rielly

29658

SAPAS Orders (Direct Army and FRA
Programs - Martha Shelangouski

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DFAS-RI-AOU

CAWCF Orders - Deb Hayes

29691

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GLOSSARY

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- a. APE - Ammunition Peculiar Equipment
- b. CAD/PAD - Cartridge/Propellant Actuated Device
- c. CAWCF - Conventional Ammunition Working Capital Fund
- d. CCOF - CAWCF Customer Order File
- e. CCSCA - Cost Control System for Conventional Ammunition
- f. DFAS - Defense Finance and Accounting Service
- g. DODIC - Department of Defense Identification Code
- h. EDIO - Executive Director for Industrial Operations
- i. FMS - Foreign Military Sales
- j. FRA - Funded Reimbursable Authority
- k. HQ, AMC - Headquarters, Army Materiel Command
- l. HQ, IOC - Headquarters, Industrial Operations Command
- m. IPD - Issue Priority Designator
- n. MIP - Major Item Plan
- o. MIPR - Military Interdepartmental Purchase Request
- p. NSN - National Stock Number
- q. PBAS - Program, Budget and Accounting System
- r. SAPAS - Standard Army Procurement Accounting System
- s. SMCA - Single Manager for Conventional Ammunition
- t. SSN - Standard Study Number